

S E C R E T

INSTRUCTION NO.  
LI 45-2

LI 45-2  
LOGISTICS

~~December 1967~~

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SUBJECT: Administrative, Housekeeping and Janitorial Supplies for  
General Issue through the Logistics Services Division

RESCISSION: LI 45-2 dated 29 March 1962

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1. PURPOSE

This instruction establishes policy concerning procurement of standard administrative, housekeeping and janitorial expendable supplies by the Logistics Services Division from the General Services Administration (GSA) Federal Supply Service (FSS), Region 3. This instruction has no application to GSA procurements by the Supply Division for depot stock.

2. POLICY

- a. Materiel procured through this source is for use by Headquarters components of the Agency.
- b. Items procured are limited to those stock items listed in the Agency Administrative Supply Catalog that are in the GSA Stores Stock.
- c. Quantities ordered will be based on Economic Order Quantities in consonance with GSA standard units of issue. Each requisition will allow for an approximate delivery period of 30 days from the time the requisition~~s~~ reach<sup>es</sup> GSA.

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GROUP I - Excluded from Automatic Downgrading and Declassification

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- d. Availability of funds for each requisition must be certified.
- e. Contact with GSA regarding procurement matters may be made only by the Supply Division.
- f. The GSA Interagency Retail Stores may be utilized for the procurement of slow-moving items or for emergency replenishment of small quantities of fast-moving items. Such purchases may be charged (charge plate) or paid for in cash.

3. RESPONSIBILITIES

a. LOGISTICS SERVICES DIVISION~~OL~~

- (1) Establish reorder points and reorder quantities for all expendable items maintained for general issue through the Building Services Branch, (OL/LSD/BSB).
- (2) Examine issue activity at least every 12 months to update reorder points and quantities.
- (3) Assign appropriate debit and credit vouchers, numbers within the series furnished by the Supply Division annually.
- (4) Submit vouchered requisitions (Form 88 and, if necessary, <sup>Form</sup> 88a) or their replacement, direct to OL/EO/BFB for certification to the availability of funds. ?

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(5) Maintain master credit voucher files for each transaction,  
*subparagraph*  
(4) above.

(6) Receive materiel and furnish completed *subparagraph* Receiving Reports  
(see 3.c.(1)(b) below) on a timely basis to OL/SD/CD/SCB  
for processing through the FPA system, and OL/SD/CCDB  
for reconciliation of payments.

(7) Report discrepancies to OL/SD/CCDB in accordance with  
Logistics Instruction (LI) 45-6.

b. EXECUTIVE OFFICE, BUDGET AND FISCAL BRANCH (OL/EO/BFB)

(1) Review and attest to the availability of funds for each  
requisition.

(2) Forward requisition to OL/SD/SMB/IDSS.

c. SUPPLY DIVISION ~~OL~~

(1) Stock Management Branch, General Materiel Management Section  
(OL/SD/SMB/GMMS);

(a) Develop and update, as required, Economic Order Quantity  
Tables designed for OL/LSD/BSB application.

(b) Identify all items to be issued by OL/LSD/BSB.

(c) Produce the Administrative Supply Catalog for use by  
OL/LSD/BSB and its customers.

(d) Furnish guidance in matters related to *Inventory* Management.

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(2) Stock Management Branch, Interdepartmental Support Section  
(OL/SD/SMB/IDSS):

- (a) Convert requisitions to single line-item purchase orders for transmittal to GSA.
- (b) Prepare a Receiving Report (9 part set) for each single line-item purchase order for completion by OL/LSD/BSB upon receipt of the applicable item.
- (c) Forward to OL/LSD/BSB a listing of requisition numbers cross referenced to the applicable voucher number and a copy of each purchase order and receiving report (9 part set) ~~by~~ paragraph 3.c.(2)(a) and (b) above.

(3) Central Control and Distribution Branch (OL/SD/CCDB):

- (a) Annually assign a series of ~~debit~~ and ~~credit~~ voucher numbers to OL/LSD/BSB.
- (b) Resolve discrepancies reported by OL/LSD/BSB.
- (c) Reconcile mismatched payments reported by the Office of Finance.

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(4)  Stock Control Branch (OL/SD/CD/SCB):

→  
Process receiving reports forwarded by OL/LSD/BSB through the FPA  
system and maintain debit voucher files for such reports.

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4. GENERAL

Divisions concerned shall prepare internal instructions deemed  
necessary for the implementation of this instruction.



George E. Meloon  
Director of Logistics

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

LI 45-2

FROM:

Chief, Supply Division, OL  
1106 Ames Bldg

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

### 1. Organizational Changes

a. Building Supply Office to Building Supply Branch

c. Depot Stock Control Branch to Stock Control Branch

d. Budget and Fiscal Branch, Administrative Staff to Executive Officer, Budget and Fiscal Branch

### 2. Procedural Changes

a. Requisitions submitted to Interdepartmental Support Section, SMB/SD in lieu of General Procurement Branch, PD

b. Deleted reference to Procurement Division which is no longer responsible for procurement of GSA Standard Stores Stock.

c. Stock replenishment now responsibility of General Material Management Section, SMB/SD reference to Depot Stock Control Branch deleted.

d. Applies only replenishment stock for BSB. Depot standard stocks now ordered by Supply Management Branch, SD

e. Requirement for submitting requisitions for Interagency Retail Stores deleted - Material now procured on charge plate or cash.

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UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1			12/2	uod	
2					
3	OL/PS				
4	ATTN: [redacted]				
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: Have reviewed the attached. No changes necessary. Recommend PS publish as is. [Signature]					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
[Signature]				20/68	

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<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
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2			
3			
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5			
6	/PS		
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b> FOR SOME UNKNOWN REASON THE ATTACHED WAS NOT PUBLISHED. LSD HAS JUST REVIEWED AGAIN AND DESIRES PUBLICATION. SINCE CHANGES MAY HAVE OCCURRED SUBSEQUENT TO YOUR COORDINATION ON 6 DEC. 1967 - PLEASE REVIEW AND RETURN TO ME			
FOLD HERE TO RETURN TO SENDER			
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ACTION		DIRECT REPLY		PREPARE REPLY	
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Remarks:					
<p>Please take necessary action to publish -</p>					
FOLD HERE TO RETURN TO SENDER					
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CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DC/LSD	11/19	CRA
2	C/BSB (OVER)	11/21	W/lyk
3	AC/LSD	11/21	W/lyk
4	DC/LSD	11/22	CRA
5	C/LSD		W/lyk
6	EO/OL		W/lyk
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b> <p><i>Since this is so old &amp; has just been reincarnated would you please have someone review &amp; let us know if we still want to go ahead.</i></p> <p style="text-align: right;">25X1A</p> <div style="border: 1px solid black; width: 150px; height: 40px; margin-left: auto;"></div>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE

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2-3: Suggest we continue on  
with this and have it published.  
This is the system we are presently  
using so we should formalize it.

POH

3-4. Agree LI should  
be published ASAP

4-5: Concur. CAA CK